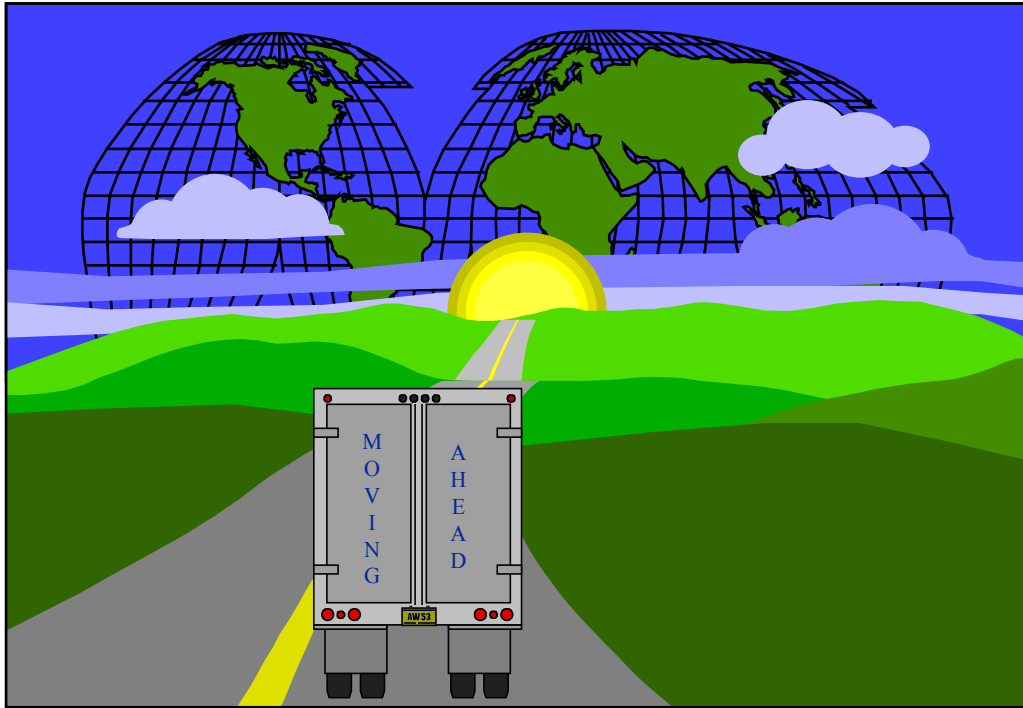


RELOCATION ASSISTANCE COUNTDOWN CHECKLIST



“Committed To Relocation Excellence”



Compliments of the
Airman and Family Readiness Flight
15 MSS/DPF
655 Vickers Avenue (Bldg 1105)
Hickam AFB, HI 96853-5385
(808) 449-0300 / DSN 315-449-0300

Relocating can be a bit overwhelming for even the most experienced mover. We have created the "Relocation Assistance Countdown Checklist" to familiarize you with move-related tips to help you in coordinating your moving plans and needs.

Attached you will find 14 pages filled with moving tips, countdown preparation, and tips for moving with children and traveling with pets. This information was compiled to help you have a successful relocation.

We hope you find this information valuable as you prepare to relocate. If you have any questions, please feel free to contact the Airman and Family Readiness Flight at 449-0300.

Out-Processing At A Glance



**AIRMAN AND FAMILY
READINESS FLIGHT**
449-0300, Bldg 1105

- Relocation Assistance
- Employment
- Base Brochures
- Transition Assistance
- Financial Counseling
- Air Force Aid
- Destination Information
- Route & Trip Planning
- Readiness Info
- Child Care for PCS

CLINIC

448-6000, Bldg 559

- Immunizations, 448-6274
- Traveling with TRICARE, 448-6120

**CHILD DEVELOPMENT
CENTER**

449-9880, Bldg 1597

- Child Care (6 weeks – 5 yrs)
- Family Child Care

YOUTH CENTER

448-4396, Bldg 1399

- Before & After School Care

FAMILY SERVICES
449-0319, Bldg 1105

- Loan Closet

FINANCE

Bldg 1102

- Travel Pay, 449-5782
- Military Pay, 449-9931

HOUSING

448-6550, Hangar 2

- Advance Housing Application
- Pre-Inspection Gov't Quarters
- Housing Referrals

LEGAL OFFICE

449-1737, 120 Sixth St.

- Legal Advice
- Power of Attorney
- Wills
- Claims

**SPECIAL NEEDS
IDENTIFICATION AND
ASSIGNMENT
COORDINATION PROCESS**

449-0175, Bldg 559

- Services for family members with special needs

ROYAL ALAKA'I
448-5400, Bldg 1153

- Temporary Quarters

MILITARY PERSONNEL

449-8624, Bldg 1102

- Assignment Processing
- Port Calls
- Passports
- Shipping Pets
- Shipping two POV's

SERVICES SQUADRON

449-6481, Bldg 1864

- Veterinary Clinic

AIRMAN'S ATTIC

449-5677, Bldg 1711

- Donations

**TRAFFIC MANAGEMENT
OFFICE**

449-6003, Bldg 1113

- Household Goods
- Hold Baggage
- Shipping POV
- Storage
- DITY Moves
- Shipping Pets
- Passenger Reservations

60-90 DAYS TO PCS (NOTIFICATION OF ASSIGNMENT)

- _____ 1. MPF Relocations Office will contact you via e-mail regarding the official steps needed for your PCS.

- ____ 2. If a family member has special medical/educational need, they must be enrolled in the Special Needs Identification and Assignment Coordination Process. Your CSS or the MPF Relocations Office has the AF Form 1466 and instructional package necessary to inquire about availability of resources at the new duty location. This must be submitted to the Mental Health, Bldg 554, 449-0175/0176, as soon as possible.
- ____ 3. Check immunizations for each family member.
- ____ 4. Compile HOME FILE for each family member.
 - ____ a. Birth certificate (original).
 - ____ b. Immunization record.
 - ____ c. Social Security Number.
 - ____ d. Passport (if needed).
 - ____ e. Naturalization papers (if applicable).
 - ____ f. Child ID file.
 - ____ g. Adoption Papers (if applicable).
 - ____ h. ID card for everyone 10 years or older.
- ____ 5. Set up FAMILY RECORDS FILE.
 - ____ a. Marriage Certificate.
 - ____ b. Insurance Policies (or list of companies, policy numbers, type of Insurance, address, and phone number).
 - ____ c. Last Leave & Earnings Statement (LES).
 - ____ d. Power of Attorney (check expiration date).
 - ____ e. Original Will.
 - ____ f. Bank Books.
 - ____ g. State and Federal Tax Records.
 - ____ h. Car Registration and Title.
 - ____ i. Deeds and Mortgages.
 - ____ j. Professional Licenses.
 - ____ k. Divorce Papers.
 - ____ l. Spouse Resume and Last Pay Statement.
 - ____ m. List of Stocks and Bonds.
 - ____ n. HOME FILE for each family member.
- ____ 6. Prepare house for selling or renting.
- ____ 7. If you are selling your home, shop for a realty company that meets your needs. Information regarding listing your house for rent and much more is available at the Fort Shafter Housing Services Office, 438-6198.
- ____ 8. Include children in all family plans. Listen to their concerns and tell them honestly as much as you can about the move. Reassure them that things will work out well for all family members in the new location.
- ____ 9. Start thinking of when to ship auto, household goods, etc., to be available when you arrive.
- ____ 10. Set up a relocation budget. If you need assistance, contact the Airman and Family Readiness Flight at 449-0300.

60 DAYS TO PCS (RECEIPT OF ORDERS)

- _____ 1. Visit the Airman and Family Readiness Flight to check out your new base brochure. They will also have a listing of websites that will assist you with gathering information on your new base and community.
- _____ 2. Call or visit the Traffic Management Flight Personal Property Section (Bldg 1113), 449-6003. Have a desired moving date in mind for each shipment. Provide TMF with an estimated shipping weight for each shipment. Bring 20 copies of your orders. You will receive an appointment date for your briefing. Spouses are encouraged to attend, so arrange for child care.
 - _____ a. Dependent travel-overseas.
 - _____ b. Shipment and storage of household goods/firearms.
 - _____ c. Unaccompanied baggage.
 - _____ d. Privately Owned Vehicles (POVs).
 - _____ e. Pet shipment.
 - _____ f. Movement of mobile home.
 - _____ g. Do It Yourself Move (DITY). Note: DITY move reimbursements are considered taxable income.
- _____ 3. Make Lodging/TLF arrangements. Confirm with credit card. You are authorized up to 10 days in lodging before your departure date. Call 448-5400 and ask for "Reservations." Call Finance, 449-0330, for details on TLE (Temporary Lodging Expense) entitlements. No pets are allowed.
- _____ 4. Call Lodging at your new base to make lodging/TLF arrangements as soon as you know your arrival date. Be sure to confirm your reservation with your credit card and keep your confirmation number with you. No pets are allowed.
- _____ 5. Discuss orders with all family members. Solicit feedback.
- _____ 6. Find out as much as possible about your new location - housing, schools, medical facilities, climate, recreational activities, higher education opportunities, etc. Visit the Airman and Family Readiness Flight to get help gathering this information. Be sure to check out <http://www.militaryhomefront.dod.mil/> , <http://www.afcrossroads.com> and <http://www.militaryonesource.com> for relocation information.
- _____ 7. Call the Hickam Community Housing Office, 423-2300, to give notice of intent to terminate family housing. Make arrangements for pre-inspection and final inspection of quarters. BAH will not start until final termination of quarters.
- _____ 8. If you are planning to live on base at your new station, you must provide the Housing Office with 3 copies of your orders and complete an advanced application for housing. Your application date will be the date you depart your current duty station.
- _____ 9. If the active duty member is going on a remote tour, you need to decide where the family will reside until the sponsor returns.
- _____ 10. If you are residing off base, give notice to the landlord.
- _____ 11. Schedule house-hunting trip. Commanders may permit up to 8 days after you sign in at your new unit, or 20 days if separating from the USAF. No travel expenses are authorized. If you are moving overseas, check with the Finance Office.
- _____ 12. Start cleaning out junk drawers and closets. Plan for a garage sale. Check with the Airman's Attic, 449-5677, to donate items in good condition, i.e., furniture, household items, appliances and children's clothing.

- _____ 13. If you go house hunting without the family, take lots of pictures and pick up maps, brochures, and flyers to share with the children. This gives them the chance to visualize the new home more realistically with fewer childhood fantasies and misconceptions. Older children will be interested in the styles of clothes the kids wear, number of kids in the neighborhood, their ages, information on the school they will be attending, popular activities nearby, etc.

50 DAYS TO PCS

- _____ 1. Dental - Complete final work and exams.
- _____ 2. Eye Care - Complete final work and exams.
- _____ 3. Contact Legal Office (120 Sixth St.), 449-1737, to obtain Power of Attorney (POA), if necessary. You may need POA to:
- _____ a. Buy/sell a house.
 - _____ b. Ship household goods.
 - _____ c. Ship/register a vehicle.
 - _____ d. Provide for child care.
 - _____ e. Provide for medical care.
 - _____ f. Arrange for termination of quarters.
- _____ 4. Check your homeowners insurance to determine scope of transit coverage. Some policies will only cover at one specified location. In some policies 100 percent coverage expires after 30 days. Some policies only cover major perils and not "rough handling, mysterious disappearance, etc." Consider extra insurance, available through transportation (TMF) or commercial agencies.
- _____ 5. Prepare a general inventory by room, closet, attic, garage, etc., of all household and personal possessions so that you will be able to make an accurate estimate of their value for insurance purposes. Remember to include books, pictures, silver, china, glassware, linens, clothing, tools, sports and hobby equipment, musical instruments, and cameras as well as, furniture, lamps, rugs, etc.
- _____ 6. Assist the children with inventory of their rooms and take pictures of possessions to take with them. Talk about the small toy/game to take in their suitcase and help them decide which ones to pack.
- _____ 7. Survey your possessions so that you can have items repaired and cleaned if you plan to put them into storage or ship them to your overseas location.
- _____ 8. Obtain a written appraisal for valuable items such as antiques, jewelry, furs and paintings. To obtain appraisals, check with a professional who deals in the kind of valuables you have.
- _____ 9. Stop by Military Pay to drop off 2 copies of orders for PCS departure transactions (45 days prior).

40 DAYS TO PCS

- _____ 1. Keep cleaning and sorting. Remember charitable organizations such as the Airman's Attic. Keep receipts for tax time.
- _____ 2. Use up things you can't move, such as food, cleaning supplies and flammables.
- _____ 3. Update and renew:

- ☐ a. Driver's License.
 - ☐ b. ID cards.
 - ☐ c. Child's Shot Record.
- ☐ 4. Arrange for absentee voting ballot or obtain address where you can write for ballots.
- ☐ 5. Keep talking about the move with the family. Honesty is essential. Children, as well as adults, need time to deal with feelings of loss and separation.
- ☐ 6. Make a list of everyone who needs to know your new address:
- ☐ a. Auto Insurance Company.
 - ☐ b. Friends and Family.
 - ☐ c. Creditors.
 - ☐ d. Subscriptions.
 - ☐ e. Doctor and Dentist.
 - ☐ f. Post Office.
 - ☐ g. Federal and State Tax.
 - ☐ h. Department of Motor Vehicles/Revenue Department.
 - ☐ i. Bank.
 - ☐ j. Investment Firms.
- ☐ 7. Obtain a change of address kit from the post office. You may need to do this twice if using temporary quarters at your next base. NOTE: Contact the PSC at your new base to confirm temporary mailing address and your arrival date.
- ☐ 8. Establish bank account at new base. You can do this by mail or by phone.
- ☐ 9. Families of all ranks with PCS orders are eligible to receive up to 20 hours of free child care per child. Child care must be done in a licensed Family Child Care Home within 60 days of PCS departure or arrival. For more info and to obtain a Child Care For PCS Certificate, call the Airman and Family Readiness Flight at 449-0300.
- ☐ 10. Working spouses should contact the Airman and Family Readiness Flight (Bldg 1105), 449-0300, for job service information at their new base, job referrals, benefits, etc.

30 DAYS TO PCS - CLEAN OUT!

- ☐ 1. Plan for plants. Plants don't travel well and are not allowed overseas. Sell them at a garage sale. Use them as a "thank you" to friends.
- ☐ 2. Review finances. One month advance pay may be authorized. Check with Finance, 449-0330, concerning details and other benefits for which you may be entitled. Remember to work into your budget that advance pay is basically a no-interest loan which must be paid back.
- ☐ 3. Contact the Air Force Aid Society if finances are needed for unexpected expenses such as assistance with initial rent and deposits or essential household furnishings.
- ☐ 4. Have a going away party for the children, another for yourself and friends. Help children assemble a list of addresses and phone numbers of their friends so they may keep in touch.
- ☐ 5. Plan vacation time or do some sightseeing to make the move more exciting. Write tourist agencies and the National Park Service to find out what there is to see. Explore the Chamber of Commerce web sites on the Internet.

- ____ 6. Visit your child's school. Notify the school of your child's last day and request they have records ready. Discuss educational concerns. If you cannot get the records, get the address of the current school so the new school can write for them.
- ____ 7. Call and arrange for pick-up of medical records from local (off base) physicians.
- ____ 8. Special Needs Child School Records:
 - ____ a. Academic Achievement Records (tests, report cards, and transcripts).
 - ____ b. Psychological Evaluations.
 - ____ c. Physical Therapy, Occupational Therapy, Speech, and Language Evaluations.
 - ____ d. Current and Past Individualized Educational Plans (IEP).
 - ____ e. Behavioral and Social Evaluations.
 - ____ f. Vocational Evaluations (interest, skills, and aptitudes).
 - ____ g. Medications.
- ____ 9. If you have pets, check with your veterinarian for their specific needs and laws regarding their travel and shipment (i.e., valid health certificate, rabies vaccination, etc.). You can also contact the Traffic Management Flight Personal Property Section for up-to-date information. Don't move without proper preparation; your pet is an important family member too!

21 DAYS TO PCS - NOTIFY

- ____ 1. Notify utilities and home services of disconnect dates.

____ a.	Electric	Phone #	
____ b.	Gas	Phone #	
____ c.	Water	Phone #	
____ d.	Garbage	Phone #	
____ e.	Telephone	Phone #	
____ f.	Cable	Phone #	
____ g.	Newspaper	Phone #	
____ h.	Internet Provider	Phone #	
____ i.		Phone #	
- ____ 2. Arrange for closing or transfer of charge accounts.

____ a.	
____ b.	
- ____ 3. Check bank procedures for transferring funds or closing accounts. Get a letter of credit or have enough cash available for the new location in case a deposit is required for utilities.
- ____ 4. Obtain a map. Discuss where you are going, when, how long, and where to stop on the way. The Airman and Family Readiness Flight has computer programs to assist you in planning your route.
- ____ 5. Beware of moving stress on the family. Are any family members showing signs of tension?
 - ____ a. Snappiness or impatience?
 - ____ b. Shock or no feeling at all--negative or positive--about the move?
 - ____ c. Little things get "under your skin"?
 - ____ d. Forgetfulness--can't concentrate, remember details, or plan ahead?
 - ____ e. Rapid mood swings?
 - ____ f. Easily angered or "mad at the world"?
 - ____ g. Depression, sadness?
 - ____ h. Lack of playfulness or loss of sense of humor?
 - ____ i. Withdrawn and non-talkative?

____j. Lack of interest in participating in activities with friends and family?

14 DAYS TO PCS - HANDLE DETAILS

- ____1. Verify schedules and services with the Traffic Management Flight (Personal Property Section).
- ____2. Retrieve items from the cleaners.
- ____3. Return borrowed items and library books. Collect things you have loaned.
- ____4. Prepare to get the house cleaned for inspection.
- ____5. Take pets to vet for required vaccinations and certificates. Get copies of medical records.
- ____6. Check luggage and make necessary repairs. Check the locks and make sure you have more than one key for each piece.
- ____7. Purchase new luggage as needed. Buy lightweight, but durable pieces. REMEMBER: They are probably going half way around the world and, in most cases, must make a return trip.
- ____8. Have car serviced/tuned up for trip. Check oil, water, battery, belts, hoses, brake and transmission fluids, and tires.
- ____9. Make travel arrangements.
- ____10. Empty safe deposit box.
- ____11. If renting your home, make sure homeowner's insurance is adequate.

7 DAYS TO PCS

- ____1. Settle outstanding bills. Cancel newspapers.
- ____2. Obtain copies of civilian medical, dental, and school records.
- ____3. Drain oil and gas from lawn mower and other power equipment. Dispose of all flammables.
- ____4. Obtain travelers checks for trip expenses.
- ____5. Keep listening carefully to children's questions. Give frequent reassurance. Children need the security you provide when the security of a home is diminishing.
- ____6. Pick up medical and dental records. Unless you have a Power of Attorney, the sponsor cannot pick up the medical or dental records for their spouse.
 - ____a. Active Duty - Bring 1 copy of your orders to Medical Records. The records will be given to you to hand-carry to your next base.
 - ____b. Spouse and/or Children - Go to Outpatient Records and Dental Clinic to pick up your records.
 - ____c. Either Parent may pick up the records of children under age 18.
- ____7. Double check your FAMILY RECORD FILE, place in briefcase, and hand carry. ADD:
 - ____a. Copies of orders.

- _____ b. Phone numbers of family and friends.
 - _____ c. Duplicates of luggage/car/other important keys.
 - _____ d. Home inventory of household goods plus pictures and receipts.
 - _____ e. Medical and dental records.
- _____ 8. Take down curtains, rods, shelves, TV antenna, etc. Remove items from attics, crawl spaces, or similar storage areas. It is your responsibility to make these items accessible to movers.
- _____ 9. Arrange child care for packing and moving day. NOTE: Don't forget about the "free" child care offered by the Air Force Aid Society's Child Care for PCS Program! Open to all ranks...call the Airman and Family Readiness Flight at 449-0300 for details.

3 DAYS TO PCS

- _____ 1. Before the movers arrive to pack your possessions for shipment and/or storage, disconnect all major appliances (stove, refrigerator, washer, dryer, etc.). Empty the refrigerator so it can dry at least 24 hours before the movers arrive.
- _____ 2. Dismantle stereo sets, outdoor play equipment, etc.
- a. Audio and video equipment and personal computers require special attention. Always consult your owner's manual for specific instructions.
 - b. Use tape to code wiring for easier reinstallation.
 - c. Clean VCR heads before use in your new home.
- _____ 3. Owner-packed cartons--leave open so carriers can view contents and take responsibility for cartons.
- _____ 4. Place valuables, cash or jewelry, purses, and FAMILY RECORDS FILE in a safe place (inaccessible to movers) such as locked in the trunk of your car.
- _____ 5. Separate items to "Hand Carry and Luggage", "Unaccompanied Baggage", "Storage", "Ship", and "Professional".
- _____ 6. For overseas moves, ship by "Unaccompanied Baggage" items that will enable you to set up light housekeeping once you arrive at your new base since it might be 1-4 months before your surface shipment arrives. Suggested items: iron, dishes, silverware, linens, bedding materials, appropriate clothing for the climate, a few of the kids favorite toys, etc.
- _____ 7. Give a copy of your travel plans with date, route and phone number to your supervisor, CSS, sponsor, relatives, etc.
- _____ 8. Allow children to choose one small toy/book for their carry on luggage, one for their suitcase, and several for their hold-baggage. They may want to put their names and draw a picture on the side of the box to feel a part of the move.
- _____ 9. Contact the AFRC Family Services Office (Bldg 1105), 449-0319, for your loan closet needs.

PACKING DAY

- _____ 1. Arrange for child care. NOTE: Don't forget about the "free" child care offered by the Child Care for PCS Program at the Airman and Family Readiness Flight!

- _____ 2. Watch the packers very carefully to see that they understand and know exactly which items are to be packed. You can indicate this by putting different colored stickers on each item or separate by rooms.
- _____ 3. You may wish to keep a record of the contents of each carton being packed. This may make it easier to locate specific items upon their arrival at your next base. If any cartons are missing, it will be possible to determine quickly what is missing. NOTE: The packers do move fast. You cannot hold up the packers while accomplishing this list.
- _____ 4. Mirrors, paintings, and other items easily damaged or broken should be packed by the moving company personnel.
- _____ 5. If lift vans (huge crates of wood or metal used for overseas shipments) are loaded at your doorstep, watch the packing of them. Be sure everything is protected against slippage, concussion, or friction. The heaviest items should be at the bottom of the van.
- _____ 6. Pack a "moving day needs" box with cleaning supplies, sponges, paper towels, toilet and facial tissue, bath towels, bath soap, shampoo, can opener, paper plates, napkins, plastic eating utensils, snacks, coffee, tea, soda, light bulbs, scissors, hammer, and trash bags. Put it in your car or safely away from the packers.
- _____ 7. If you have small children, take some of the child-proofing devices (outlet covers, cabinet locks, etc.) with you to use on the way.
- _____ 8. Don't pack your phone book. It may be helpful for names or addresses later.
- _____ 9. Put everything you don't want shipped (purses, wallets, garbage) in a locked, labeled closet to prevent packing.

MOVING DAY

- _____ 1. Arrange for child care. Place pets in safe place.
- _____ 2. Do not leave cash, jewelry, or other expensive items unguarded.
- _____ 3. Be certain that every container or crated item has the moving company's inventory tag or tape, and that each item is listed on the moving company's inventory.
- _____ 4. Check to see that the condition of your possessions is correctly reflected on the inventory. The exact location of existing scratches, worn or marred places should be clearly indicated.
- _____ 5. Read all packing documents prior to signing.
- _____ 6. Be sure your copy of the moving company's inventory is legible. This inventory will not be as detailed as the ones you made earlier.
- _____ 7. Place a copy of the Packer's inventory, stored possessions, baggage receipts in the Family Records File in hand-carried luggage.
- _____ 8. Have your vacuum ready to clean bed rails, piano backs, and other hard-to-move items. REMINDER: Remove vacuum bag before loading.
- _____ 9. Before leaving the house, check each room and closet. Make sure windows are down and locked, lights are out, and exterior doors are locked. Also, check all appliances prior to leaving the house.

____ 10. Smile...You've done a superb job of getting organized!!!!

ON THE WAY

____ 1. Keep a log of all moving expenses incurred. This will be helpful at tax time. An Air Force survey indicates members only receive \$1.00 reimbursement for every \$3.00 spent on moves. Keep all receipts. If not needed, discard later. If you and your family are traveling separately, keep two logs. Include these items:

- | | |
|----------------------------|------------------------------|
| ____ a. Rental cars | ____ e. Meals |
| ____ b. Air/bus/rail fares | ____ f. Rent deposits |
| ____ c. Cost of gasoline | ____ g. Utility deposits |
| ____ d. Accurate mileage | ____ h. Installation charges |

____ 2. Let each day flow with the daily plan.

- * Infants have few concerns outside their immediate environment...they take "cues" from you. Are you angry and frustrated or relaxed and content?
- * Young Children do best when kept on the same eating and sleeping routine. Introduce new sights and sounds with patience.
- * Elementary School Children may be losing their first friends. Allow for expression of grief in daily discussions.

____ 3. Hints for traveling with kids:

- * Children have a natural wariness of the unknown. Including them in the planning can help allay fears.
- * Stick to your child's usual bedtime and mealtimes, and read them their favorite story. Unpack the minute you arrive so everyone feels at home.
- * Balance your day, making plenty of time for a romp in the park and a cool drink after an hour in a museum. Even when having fun, kids have a limited attention span.
- * Packing pointers: Take one small bag per person. Let each child take only one special toy. Don't forget a first-aid kit, with disinfectant, band-aids, and so on. Tuck in a nylon folding suitcase--great for lugging home souvenirs or dirty laundry.
- * Call ahead to confirm hotel services for children, such as cribs and cots. Need time alone or with your spouse? Your hotel can probably recommend a reputable baby sitter.

AT YOUR NEW HOME

____ 1. Upon arrival at your new station, check with the Housing Office before you rent, lease, or buy a home. Their office will provide you with information on rental agreements, housing restrictions, military clause contracts, and hints on buying and inspecting a new home. This is one of the most important stops!

____ 2. Notify the local transportation office of your arrival and provide delivery location data.

____ 3. If at all possible, accept delivery of your property whenever it arrives. This will prevent additional handling and possible loss or damage.

____ 4. Visit Family Services for loan closet needs.

- ____ 5. Check with your new Airman and Family Readiness Flight to obtain your Child Care for PCS certificate. Remember, it must be used within 60 days of your arrival/departure from your losing and gaining base.
- ____ 6. Meet the moving company. Have a diagram of your new home. Sketch what furniture goes where. List what boxes go into which room. Put a diagram on the door of each room.
- ____ 7. Check and double check everything on your inventory is accounted for and in proper condition.
- ____ 8. Do not sign for services not performed. Call the transportation office if problems arise.
- ____ 9. Assure that you and the carrier note any loss or damage occurred during the move on all copies of the Statement of Loss or Damage at Delivery (DD Fm 1840).
- ____ 10. If you have loss or damage to your household goods, complete the DD Form 1840R and return it to the Claims office within 70 days of delivery of your goods. NOTE: Do not repair or replace damaged goods prior to filing your claim and consulting with the Claims office.
- ____ 11. Check in at the Postal Service Center (PSC) window to complete the AF Form 624, Base/Unit Locator and PCS Directory. Your mail is held 15 days past RNLTD (Report No Later than Date) unless you process through the PSC. Provide names of all family members.
- ____ 12. Encourage all family members to help with choices about decorating. This promotes family togetherness and helps everyone feel comfortable with their new surroundings.
- ____ 13. Take advantage of the welcome packet. Visit the Chamber of Commerce. Visit the Airman and Family Readiness Flight and Services Squadron facilities. Tour your new base. Attend the Newcomers briefing and take your spouse with you.
- ____ 14. Get acquainted with your new neighbors and community. Get a map and tour your new town.
- ____ 15. Volunteer at the school, hospital and service agencies. Volunteering is a good way to meet people.
- ____ 16. Set aside family time to restore family routines. Re-establish special activities like "pizza night" or weekly religious service.
- ____ 17. Look through the local phone book--especially the Yellow Pages.
- ____ 18. Some children see moving to a new school as a pleasant experience. Others anticipate change with real fear. One way a parent can help a child to adjust to a new school is to tour the school with the child, pointing out the classroom, cafeteria, restroom, playground and other areas. This will ease some of the anxiety and keep the child from feeling lost. Introducing the child to teachers and a few classmates will help. Make sure they are dressed in an outfit that will boost their self-confidence on a difficult day. Take time to listen to your children's new experiences each day.
- ____ 19. CHECK WITH THE AIRMAN AND FAMILY READINESS FLIGHT FOR ASSISTANCE WITH SETTLING IN AT YOUR NEW LOCATION! Contact the Air Force Aid Society if finances are needed for unexpected expenses such as assistance with the initial rent and deposits or essential household furnishings. The Airman and Family Readiness Flight can also assist your spouse with finding employment.

**MOVING YOURSELF
TIPS FOR A DO-IT-YOURSELF (DITY) MOVE**

- * Obtain information and approval from Traffic Management Flight PRIOR TO making any arrangements with the rental company. You must attend a TMF DITY briefing 45 days in advance of your DITY move. Failure to do so may make you ineligible to recoup costs.
- * Map your route to new station to prevent additional miles.

IF YOU ARE RENTING A VAN OR A TRUCK

- * Check for and compare military rates and requirements.
- * Make reservations early.
- * Remember to get a certified weight of the vehicle/trailer both empty and full. You cannot liquidate your travel claim without certified weights.
- * Confirm vehicle size/capacity with rental company. It's better to be a little too big than a little too small. Approximate sizes:

2 rooms or less - cargo van	4-5 rooms – 18 foot truck
2-3 rooms - 15 foot truck	7-8 rooms – 22 foot truck

- * Confirm number of days/miles allowed for move.
- * Make sure you obtain these necessary supplies.

Loading ramps	Boxes	Padding
Dollies	Tow Bars	Trailer Light Hookups

- * Verify additional costs

Insurance and Deductibles
Additional miles/days
Drop-off Charges

- * Load carefully

Disassemble what you can	Pad delicate items
Load heavy furniture first	Secure load

MOVING LARGE FURNITURE

- * Measure your furniture to be sure it will fit.

Oversized Beds	China Cabinets	Sofa
Large Dressers	Shelving	Piano/Organ
Appliances		

- * Check sofas, large chairs and dining tables to see if legs can be removed to fit furniture through narrow doors, halls or stairways.
- * You may want to disassemble shelving units when packing.
- * Find out if and how you can take the door off a too-large refrigerator or freezer.

DITY SHORTCUTS

- * Wrap sofa and chair cushions in sheets or plastic bags to use as extra padding for other large items you transport.

- * If you are moving a short distance, leave clothes on hangers and cover with large garbage bag.
- * Move dresser drawers without removing their contents to avoid repacking.
- * Don't mix items from different rooms in one packing box.
- * Clearly label boxes with the rooms where they should be taken when unloaded.

TIPS FOR TRAVELING WITH PETS

The following are tips for transporting your pets by car, by air, using military aircraft, and overseas travel. Remember that these are only a few tips. You will need to contact your transportation or Household Goods Office for more detailed instructions and requirements. Be sure to check your new base for must-know information on pet quarantine. Pet quarantine and permits may be expensive and worked into your PCS budget.

Before the Move:

- * Prior to a trip, your dog or cat should be examined by a vet to assure it is in good health.
- * Exam is also necessary to obtain legal documents required for interstate and international travel. The vet should provide any inoculations your pet requires such as rabies, distemper, bordatella (kennel cough) and FELV (Feline Leukemia Virus). Heartworm preventative pills may be given after a simple blood test.
- * A vet may prescribe a sedative or tranquilizer for the nervous pet traveler.

Legal Requirements:

- * Every dog or cat traveling across state lines should be accompanied by a valid health certificate and rabies vaccination. It is advisable to obtain the required documents to avoid the risk of having your pet placed in quarantine or refused entry into a state.
- * To visit Canada, your animal will be permitted to enter the country without any special documents if it is healthy, but must be accompanied by a rabies certificate and rabies vaccination. It is advisable to obtain the required documents to avoid the risk of having your pet placed in quarantine or refused entry into a country.

Travel Carrier:

- * Carrier should be durable and smooth edged with opaque sides and grill door. It should have several venting holes situated on four sides.
- * Select one which has enough room to permit your animal to stand up and turn around, sit and lie down. Be certain to choose a carrier with a secure door handle. Mark with your name and destination address and phone.

By Car:

- * Get your pet used to car travel by taking it on short trips while still young.
- * While in a moving car, don't let the pet jump around or hang its face out the window.
- * Cats should travel in a carrier. Get the pet accustomed to the carrier well before the trip.

- * Keep feeding to a minimum during travel. Carry a container of water. Stop frequently to allow the pet to drink, exercise and relieve itself.
- * Take some familiar toys, feeding dishes or the pet's blanket to give a touch of home in the car and at your destination.

By Air:

- * Make shipping arrangements well in advance.
- * Have a current health certificate and rabies, distemper and hepatitis inoculations.
- * Place a copy of all paperwork in a sealed envelope secured to the crate.
- * Print your name, address and destination on the outside. It is very important to also include the pet's name so the attendants can talk to him. Make any other necessary notations, i.e., the animal bites.
- * Feed a light meal six hours before shipping. Don't give water within two hours of shipping, unless it is a hot day.
- * Check with the airline or air freight company for any other documents or important instructions they may require for transporting an animal.
- * Consult with your veterinarian as to the use of tranquilizers or other medications associated with transporting animals.

Using Air Mobility Command:

- * You must pay for the shipment of pets. Only two pets per family are authorized.
- * AMC does not sell, lend or rent pet shipping containers.
- * Owners are responsible for immunizations, clearances, and ground transportation.
- * Owners must have a DD Form 2208, rabies vaccination certificate or equivalent, when making reservations.
- * Make pet reservations when you make your own travel arrangements. Pets are boarded as excess baggage.
- * Reserve space early. Spaces for pet travel are limited.

Transporting pets overseas:

- * Contact the Traffic Management Flight for details.